

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: CAA2F114 version 001

PRACTICAL EXERCISE SHEET PE 1

Title	Create ADHOC Queries						
Lesson Number / Title	CAA2F114 version 001 / Create ADHOC Queries						
Introduction	The following practical exercise will examine your ability to Create and ADHOC Query.						
Motivator	<p>To gain access to anything in today's society one must be diverse with computer skills and this does not exclude the Army. With the fast moving pace of today's economy, the Army personnel field changes also. Army technology has advanced due to the increased requirement for accurate and timely information in both peacetime and wartime. Enterprise Datastore is the current information system used to produce strength reports and create ADHOC queries pertaining to soldiers and units. As Human Resource Specialists, you will be required to provide commanders with daily and monthly reports pertaining to Soldier readiness.</p>						
Terminal Learning Objective	<p>NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td>Action:</td><td>Create an Ad Hoc Query.</td></tr><tr><td>Conditions:</td><td>Given a set of data elements, a Datastore training database, and corresponding regulatory guidance.</td></tr><tr><td>Standards:</td><td>Created, Viewed, Modified, and Saved an Ad Hoc Query with out errors.</td></tr></table>	Action:	Create an Ad Hoc Query.	Conditions:	Given a set of data elements, a Datastore training database, and corresponding regulatory guidance.	Standards:	Created, Viewed, Modified, and Saved an Ad Hoc Query with out errors.
Action:	Create an Ad Hoc Query.						
Conditions:	Given a set of data elements, a Datastore training database, and corresponding regulatory guidance.						
Standards:	Created, Viewed, Modified, and Saved an Ad Hoc Query with out errors.						
Safety Requirements	<p>No food or drink is allowed near or around electrical equipment (CPU, File Servers, Printers, Projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through the area. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down the equipment.</p> <p>COMMENTS FOR EXTERNAL USERS TO SSI: Apply local SOP for Safety, Risk Assessment, and Environmental impact for training conducted in facilities or areas other than those indicated in this lesson.</p>						
Risk Assessment	Low - Risk Assessment for this lesson is low.						
Environmental Considerations							
Evaluation	Students must score 70% or better on the practical exercise before moving on to the lesson test.						
Instructional	There are many duties included in your role as Human Resource Specialists.						

Lead-In	Specifically, you must possess the ability to successfully Create an ADHOC query.
Resource Requirements	<p>Instructor Materials:</p> <p>Lesson Plan and Practical Exercise with answers.</p> <p>Student Materials:</p> <ol style="list-style-type: none"> 1. Computer workstation 2. Access to Enterprise Datastore 3. Login and Password 4. Access to a printer
Special Instructions	<ol style="list-style-type: none"> a. Ensure that your name, social security number, course number, class number and date are on the answer sheet. b. This booklet contains a situation that will require you to produce an ADHOC Query from eMILPO Datastore. You must obtain a score of 70% or better. You have 50 minutes (one class period) to complete this practical exercise. If you are missing the situation or a portion of it is illegible, obtain a new practical exercise booklet from your instructor. There is only one correct answer. c. All work on this practical exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass on information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken. e. Upon completion of this practical exercise, turn in your booklet, printed answers, and any other issued materials to the instructor. You will receive further guidance at that time. <p>DO NOT BEGIN THIS PRACTICAL EXERCISE UNTIL YOU ARE INSTRUCTED TO DO SO.</p>
Procedures	

Situation: You are forward deployed and assigned as the Human Resources Specialist for Charlie (Rifles) Company, 20008th IN, with a Unit Identification Code of **WP11G9**. Create an ADHOC Query from eMILPO Datastore showing the security information on Soldiers in your unit. Your S-2 (Intelligence Officer) is having difficulty running this query and needs the information to update the Security Clearance Access Roster (SCAR). A portion of your unit will be jumping to a

new location and they will need to provide this roster to the gaining Base Defense Operations Center (BDOC) at Forward Operating Base (FOB) Eagle II.

Special Instructions: You will produce an ADHOC Query with all of the below information. Title this Query using your last name. Group it by UIC (TF Pounce) and Security Clearance Level Code (SCTY CD), sort it by name, count it by name, select the distinct option removing all duplicate data rows, and rename the columns to the following:

Data Element	Rename to
SCTY_CLR_LVL_CD	SCTY CD
SCTY_CLR_LVL_DESCR	SCTY LVL
SCTY_INVES_CMPL_DT	INVES DT
CTZSP_CNTRY_CD	BIRTH CNTRY
CURRENT_RANK_AB	RANK
LAST_NM	LAST NM
FIRST_NM	FIRST NM
MIDDLE_NM	MIDDLE NM
ENL_MOS_CD	PMOS
DEPART_GAIN_UNIT_START_DT	ARR DT
MIL_ETS_DT	ETS
HOME_UIC_CD	TF POUNCE

To Print: After your Instructor views your screen, go to File, then Page Set-up. Select the landscape option and click ok. From the first page of your query, go back to File and Print, and print page 1 of 1. Do not print the entire query. Go to the last page of your query and repeat the print for page 1 of 1. Turn in these pages with your test material.